

TOWN OF ALTON PLANNING BOARD
Workshop Minutes
November 1, 2011
Approved November 15, 2011

Members Present: David Collier, Acting Chair
Tom Hoopes, Member
Bill Curtin, Member
Dave Hussey, Selectmen Representative
Roger Sample, Alternate

Others Present: Ken McWilliams, Town of Alton Planner
John Dever III, Code Enforcement Officer
Randy Sanborn, Secretary, Planning Department

I. MEETING BEGINS

The meeting began at 6:36 p.m.

II. NEW OFFICER

Roger Sample was sworn in as a new Alternate to the Planning Board.

III. FIRST DRAFT-SITE PLAN REVIEW REGULATIONS

A. Section 1

1. Revised – 1.22 Administration and Enforcement
No changes
2. Revised – 1.23 Penalties and Fines
Expanded A 1 about “cease and desist”
Added the RSA’s in paragraph (A)
3. New – 1.24 Four Year Exemption
Verbatim from RSA. K. McWilliams needs to recheck the time frames.
4. New – 1.25 Revocation of Recorded Approval
No changes
5. Revised – 1.26 Appeals
Inserted paragraph (A); Needs to complete last sentence of paragraph (B)
6. Unchanged -1.27 Validity
No changes
7. Revised – 1.28 Amendments
Added in on the first sentence “after at least one (1) public hearing.” And added in the balance of identifying where certified copies would go.
8. New – 1.29 Interpretation
No changes
9. Unchanged – 1.30 Severability
No changes

B. Section 2

1. Revised - 2.01 – Conceptual Consultation
Major revisions throughout all the application procedures.
B. Curtin suggested adding a time frame for the conceptual consultation.
D. Collier suggested stopping the individual and stopping the meeting if they come in with full plans.
2. Revised – 2.02 Design Review Application
T. Hoopes suggested K. McWilliams check on technical legality on whether they can go on a site walk without a formal application.
D. Collier suggested that “if additional notice is needed then the applicant has to cover the next charges.”
3. Revised – 2.03 Final Application: Submission of a Complete Application and Determination of the Application Completeness
No changes
4. Revised – 2.04 Public Hearing and Notification
D. Collier suggested inserting that the Board reserves the right to require the applicant to pay the cost for noticing abutters and the public if more than three extensions are requested..
5. New – 2.05 Application Referral to Town Departments
No changes
6. Revised – 2.06 Board Action on a Complete Application
Paragraph (B) and (C) are new.
J. Dever suggested changing the word “given” to “available”
7. New – 2.07 Failure of the Planning Board to Act
No changes
8. Revised – 2.08 Conditional Approval
Paragraph (B) and (C) are new
9. Revised – 2.09 Site Inspections
Add statement that Planning Board members and members of the Public are allowed on the site walk.
10. Revised – 2.10 Fees
Add Planning Board approves fees.
11. New – 2.11 Concurrent and Joint Hearings
No changes

D. Collier called for a 5 minute recess at 7:26 p.m.

Meeting reconvened at 7:30 p.m.

C. Section 3

1. Revised – 3.01 Complete Application
D. Collier suggested holders of easements and right-of-ways on the subject property be notified.
D. Collier suggested stopping the individual and stopping the meeting if they come in with full plans.
2. Scott noted that the need for a Shoreland Permit be added under paragraph (G)

D. Section 4

1. New – 4.01 Design Review Application
Added to Paragraph (B) to notify holders of easements and right of ways
Added requirement to have insurance certificate naming the Town as a beneficiary.
D. Collier suggested adding that the plans need to be sealed by professionals
T. Hoopes suggested mapping wetland by survey. If no wetlands, require letter from wetland scientist stating no jurisdictional wetlands on property
Added to Paragraph (F) is location of propane tanks.
Added to Paragraph (G) Code Enforcement and if applicable to Conservation Commission
2. Revised – 4.02 Complete Final Application For A Major Site Plan Review
Added to Paragraph (F) 26 “ requirement to map wetlands onto abutting properties to identify if contiguous wetlands exceed 10,000 square feet.”
Added to Paragraph (F) location of cemeteries and any other features of land on abutting properties that is pertinent to the property.
D. Collier suggested adding to Paragraph (G) 1. a. “and classification” & Paragraph (G) 3.c “with bearings and distances”
D. Hussey suggested adding to Paragraph (G) 3 location of monuments and site distance
Added to Paragraph (H) 6 Water Department, if applicable and Code Enforcement and if applicable with Conservation Commission
3. Unchanged – 5.01 General Standards
No change
4. Unchanged – 5.02 General Requirements for Site Plan Review
No change

IV. New Meeting Dates

Wednesday November 9th @ 6:30 p.m.
Thursday, November 10th @ 5:00 p.m.

V. Adjournment

D. Hussey made a motion to adjourn.

D. Collier seconded the motion. All were in favor making the motion unanimous.

The Workshop adjourned at 8:15 p.m.

Respectfully submitted,

Randy Sanborn
Recorder